

## **MENTAL HEALTH CHEMICAL DEPENDENCY AND THERAPEUTIC COURT PROGRAM 2026 PROPOSAL GENERAL TERMS AND CONDITIONS**

### **A. Authorship**

Proposals developed with the assistance of organizations or individuals outside the bidders own organization are to be identified. No contingent fees for such assistance will be allowed to be paid under any contract or grant resulting from this RFP. All proposals submitted become the property of Kitsap County, and it is understood and agreed that the bidder claims no proprietary rights to the ideas contained therein.

### **B. Proprietary information/public disclosure**

Materials submitted in response to this Request for Proposals shall become the property of Kitsap County and the proposals shall be deemed public records as defined by RCW 42.56.

The Responder's Proposal must include a statement identifying the pages of its Proposal, if any, which contain information the Responder considers proprietary. Each page claimed to be proprietary must be clearly marked by printing the word "Proprietary" on the lower right hand corner. Responders may not mark their entire Proposal proprietary.

If Kitsap County receives a request to view or copy a Responder's Proposal, the County will respond according to applicable law and policy governing public disclosure. The County will not disclose any information marked "Proprietary" in a Proposal without giving the Responder ten (10) days' notice to seek a relief in superior court per RCW 42.56.540.

### **B. Independent Price Determination**

The proposer guarantees that in connection with this proposal the prices and/or cost data have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.

### **D. Subcontracting**

Proposers must include any plans for subcontracting of services or activities of the programs. It is understood that the contractor(s) is held responsible for the satisfactory accomplishment of the service or activities included in such subcontract. Kitsap County reserves the right to approve all subcontractors.

### **C. Rejection of Proposal**

No Proposals submitted under this Request for Proposals (RFP) will be returned for correction or clarification. If the application is incomplete, it will be rejected. Verbal, alternative, and late proposals will not be considered for selection. Kitsap County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part, or in its entirety, this

RFP if it is in the best interest of Kitsap County to do so.

**F. Appeal Process**

Non-selected applicants have the right to appeal the decision of the County, limited to a procedural or legal violation in the selection process.

1. The applicant has the burden of proof and must specifically identify what statute, regulation or procedure has been violated.
2. An aggrieved applicant may, within five (5) working days after notification of a non-selected RFP application, appeal in writing to the Kitsap County Human Services Contract Administrator.
3. The appeal must state all facts and arguments upon which the aggrieved party believes a procedural or legal error occurred.
4. The Director of Human Services will render a written decision within thirty (30) working days of the receipt of the appeal.
5. In the event that no such procedural or legal errors are found to have occurred, the decision of the County shall be final.

**G. Cancellation of Award**

Kitsap County reserves the right to cancel an award immediately if new State Laws or policy determinations make it necessary to substantially change the project purpose or content, or prohibit such a project, or if the funds became unavailable.

**H. Price Warranty**

The proposer warrants that the rates quoted for services in response to this RFP are not unreasonably greater than the rates for the same services performed by the same individuals under any other existing contracts or grants.

**I. Waivers**

The right is reserved by Kitsap County to waive specific terms and conditions contained in this Request for Proposals (RFP). It shall be understood that any proposal is predicated upon the acceptance of all terms and conditions in the RFP unless the proposer has obtained such a waiver.

**J. Nondiscrimination in Programs and Employment**

It is the policy of Kitsap County to encourage and support equal opportunity in employment.

No person shall, on the grounds of race, color, religion, sex, handicap, sexual orientation, national origin, age, citizenship, political affiliation or belief, be denied employment or benefits, or be discriminated against as a participant, administrator, or staff person under any program or activity receiving funds under Kitsap County.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be

discriminated against in the admission, access, treatment, or employment in any program or activity.

The proposer agrees to comply with all provisions of the Americans with Disabilities Act and regulations interpreting or enforcing such Act.

The proposer agrees to provide equal opportunity in the administration of the contract, and its subcontracts, purchase orders or other agreements, and in the delivery of services to applicants/participants.

The proposer agrees to make every feasible effort to remove artificial barriers to employment, including, but not limited to, the elimination of sex stereotyping in employment and architectural barriers for the handicapped. Every effort shall be made to employ members of the eligible population in the staffing and administration of the project.

**K. Addenda to the Request for Proposals**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all proposers who received the RFP.

**L. Publicity**

No informational pamphlets, notices, press releases, research reports, or similar public notices concerning this proposal will be released by the proposer without obtaining prior written approval of the Kitsap County Human Services Department.

**M. Limitation**

This Request for Proposals does not commit the Kitsap County to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

**N. Signature**

The proposal shall be signed by an official authorized to bind the bidder and shall provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the bidder, and who may be contacted during the period of proposal evaluation.

**O. Contract Award**

Kitsap County may award a contract based on proposals received; therefore, each proposal should be submitted in the most favorable terms from a budgetary, technical, and programmatic standpoint. Kitsap County reserves the right to request additional data, discussion or presentation in support of written proposals.